



Program Eligibility Guidelines

Institutions may wish to apply, or must reapply, for state grant consideration for the following conditions:

- 1) Institutions which have no prior SSACI participation and wish to be added to the SSACI eligible institution list.
- 2) Institutions which are already included as a SSACI eligible institution, but wish to add a new Indiana location to the institution list.
- 3) Institutions which are included as a SSACI eligible institution, but wish to add a new degree program as state grant eligible.
- 4) Institutions which have changed ownership and must renew their agreement under new signature.
- 5) Institutions which are included as a SSACI eligible institution, but wish to participate in an additional grant program.

Please choose the category above that fits your institution's situation, review the process and follow the instructions contained. ***Note the deadlines for each type of application.***

1) *If your institution does not already have a campus eligible with SSACI but wants to be added:* In addition to meeting other qualifications listed below, your institution must provide a completed program participation agreement to SSACI by **June 30 of the prior calendar year.** For example, your institution files a program participation agreement with SSACI in May of 2011. The earliest academic year in which SSACI can include your students in the Frank O'Bannon Grant/supplemental grant awards is August 2012 through May 2013. If your institution files a program participation agreement in August 2011, the earliest academic year in which SSACI can include your students in the Frank O'Bannon Grant/supplemental grant award run is August 2013 through May 2014. All the calculations on which awards are based are begun in February, completed by the end of May and the awards are paid by term beginning in August, so no new participants can be added in mid-cycle.

Qualifications for new campuses with no prior SSACI participation include:

- Physical location of the campus in Indiana.
- A federally-assigned, continuously-working, six-digit Title IV number that can be verified through the U.S. Department of Education FAFSA website. This Title IV number must correspond to an institution name and address with a physical Indiana address.
- This six-digit Title IV number must be different from that of any other campus residing outside of the state of Indiana. For a pictorial explanation of acceptable and unacceptable Title IV number combinations between main and branch campuses, please refer to the last two pages of this document.
- The institution's students must be eligible for the federal Pell program.
- The institution must follow all federal aid guidelines. Institution websites must provide all federally required information accessible to the general public.
- More than half of students at the applying campus must be taking more than half of their courses on site in a bricks and mortar setting.
- The institution must offer associate's degrees and/or bachelor's degrees. No certificate or diploma students may be included in awards. The institution must offer full-time programs that can be reconciled within SSACI's processing schedule.
- Financial aid offices must be located within Indiana for a working relationship with SSACI.
- Accepted institutions must undergo a probation period during which program participation agreements may be revoked if the institution partner is not acting in good faith.
- The institution must provide results of U.S. Dept. of Education student audits completed.

[Certain institutions which already participate with SSACI have exceptions to these rules based on state law and executive order.]



Steps for filing a SSACI Program Participation Agreement (PPA)

1. If your institution meets the above criteria, or if you have questions about the above criteria, contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.in.gov, and **ask for Laurie Gavrin/Director for Research and Policy Analysis**, to request a program participation agreement or clarify any issues you do not understand. If your institution is judged eligible to participate by the qualifications above, you will be asked to send an email with relevant information so that SSACI may provide a participation agreement. **You must provide an institution name, address, Title IV number, and a contact name, title, email, work mailing address and work phone number to begin the application process.**
2. When you have received the PPA, complete it entirely, and include all requested information. Sign as necessary and return one complete copy to SSACI, keeping one or more with your institution(s). If a URL is available in place of paper format (for example, course catalog), please provide the URL on the checklist page.
3. When SSACI has received the form, an acknowledgement of receipt will be sent to the contact provided.
4. SSACI will review the PPA, and reserves the right to request further information as necessary to make an informed decision on participation.
5. When SSACI has completed its review of the PPA, you will be informed of SSACI's decision. If approved, a signed copy *of the signature page only* will be returned to you, and your agreement will be scanned/filed at SSACI.
6. If your institution's application was approved, SSACI will provide further information at that time on the steps necessary to implement participation in SSACI grant programs.

2) If your institution already has a campus eligible with SSACI but wants to add a new location or branch campus in time for it to be included in the next academic year beginning in August: You must inform SSACI **before August 1 of the prior calendar year**. For example, your institution has one or several campuses already participating in SSACI programs. You are opening a new location in August 2012 that will either reconcile its students separately from the other campuses, or will be reconciled by one of the other main branch campuses, with both campuses physically located in Indiana. You must complete a new program participation agreement by August 1, 2011 for the new location. This ensures SSACI time to receive all FAFSAs specifying the new campus, plan for award usage, and incorporate the new location into any website publication, student mailings, emails, and systems training.

To obtain a new program participation agreement, contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.in.gov, and ask for Laurie Gavrin/Director for Research and Policy Analysis. You must provide an institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number to receive this application. **Your new campus must meet the same guidelines as your currently participating campus;** see "Qualifications for new campuses with no prior SSACI participation" above.

3) If your institution already has a campus eligible with SSACI but wants to add a new degree program in time to be included in the next academic year beginning in August: You must inform SSACI **before May 1 of the same calendar year**. The specific tuition and regularly assessed fees for this program must be provided in the Tuition Survey Form for that spring which is due during late April or early May. For example, your institution has always had associate's degree programs that have been SSACI eligible but you will be offering a bachelor's degree beginning in the Fall of 2012. You must complete a new program participation agreement by May 1, 2012 and include the tuition and fees for this bachelor's degree in the tuition survey form due in April/May, 2012.

To obtain a new program participation agreement, contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.in.gov, and **ask for Laurie Gavrin/Director for Research and Policy Analysis**. You must provide an institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number to receive this application. To obtain the tuition survey form, check the



Information files folder on xGrads each spring or look for the broadcast email sent at the time the tuition survey is posted.

4) If your institution already has a campus eligible with SSACI but has changed ownership and must renew under new signature: You must inform SSACI **as soon as the ownership change is known**. It is unlikely that your institution's participation will be affected, so that the timing of this participation agreement has no hard deadline, however, SSACI will expect compliance with this directive, and will not continue participation with colleges which do not prove to be reliable partners. To obtain a new program participation agreement, contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.in.gov, and **ask for Laurie Gavrin/Director for Research and Policy Analysis**. You must provide an institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number to receive this application.

5) If your institution already has a campus eligible with SSACI but wants to participate in an additional grant program: You must inform SSACI before **August 1 of the 2nd year of a biennium funding cycle**. The expected number of students and expected tuitions for your program must be provided along with the program participation agreement for SSACI's budget planning. For example, your institution has always participated in the Frank O'Bannon Grant program but you would like to participate in the Nursing Scholarship program. You must complete a new nursing program participation agreement by August 1, 2010 for the 2011-12/2012-13 biennium. **Provision and approval of the new participation agreement will be contingent on funding availability**. Biennium budget schedules are as follows: Planning for the 2011-12/2012-13 biennium budget begins June 2010. For the 2013-14/2014-15 biennium budget, planning will begin June 2012. This applies mainly to the **Minority Teacher, Nursing Scholarship, and Part-Time Grant programs**. Summer Work Study can accept new employer participants each spring for the coming summer. Twenty-First Century and Robert Byrd Scholarships do not require a separate program participation agreement as they follow the guidelines for the Frank O'Bannon Grant. The National Guard Supplemental Grant and Statutory Fee Remissions programs are only available to public institutions, all of whom are SSACI eligible institutions at this date.

To obtain a program participation agreement for an additional grant program, contact SSACI at 317-232-2350, or email SSACI at grants@ssaci.in.gov, and **ask for Laurie Gavrin/Director for Research and Policy Analysis**. You must provide an institution name, address, and Title IV number, and a contact name, title, email, work mailing address and work phone number, as well as the type of program in which your institution wishes to participate, an estimate of the number of students and an estimate of program tuition, to begin the application process.

Although SSACI cannot guarantee the following advice and each college may have issues which prevent them from obtaining separate six digit Title IV numbers, we believe that a college can obtain a Title IV number that complies with state directive in this way:

To get a separate federal school code, go to the Department of Education E-App site; there is a link on the left hand side for Federal School Code Addresses. Click on the Logon Screen Link. Login and password would be the regular login and password you would use for the E-app.

It will have a list of all the school's locations. At the bottom there will be another list, which will list the locations without a separate federal school code, with an option to select Yes to the question "Do you want to process FAFSA data at this location?" You would need to select Yes and click Save Changes.

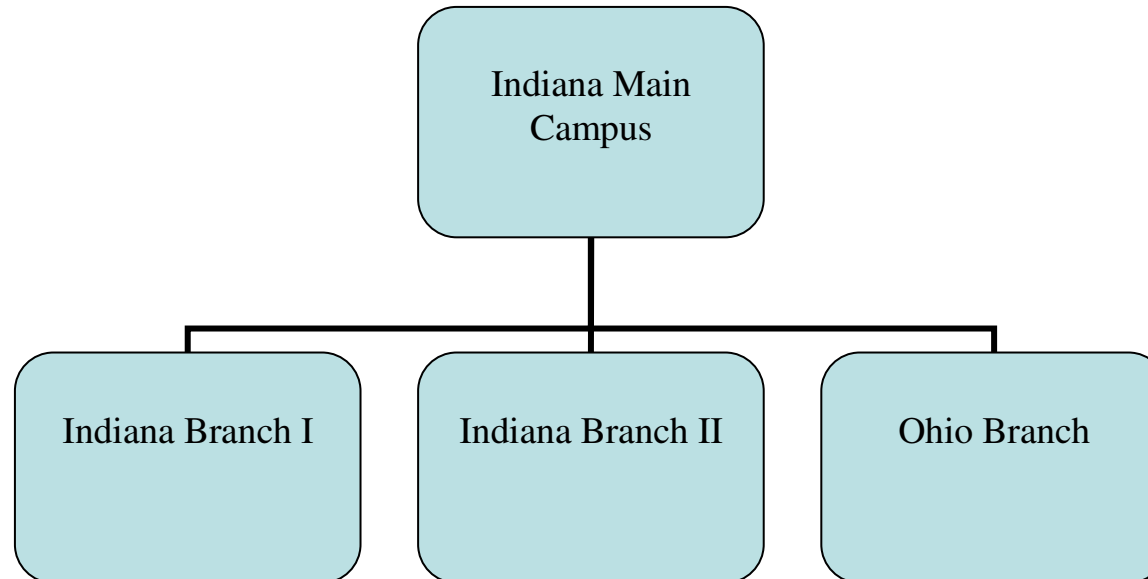
Where the campus is listed, in the column titled FSC, you will see a six digit code, usually starting with E. Once the school has the E Code, you must contact SAIG (via phone or website) to activate it.



STATE STUDENT ASSISTANCE COMMISSION OF INDIANA

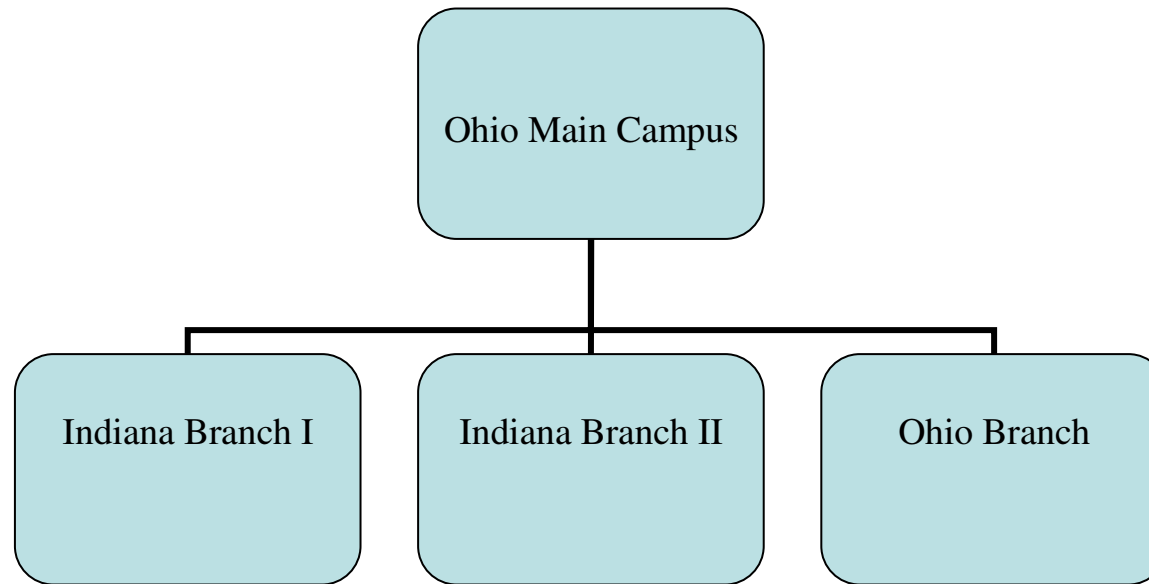


Title IV number requirements among main and branch campuses by location (Ohio and the example title IV numbers below are provided for example only and represent any state other than Indiana, and any Title IV number value assigned by the federal Dept. of Education):



The following Title IV combinations are allowed/not allowed to participate with SSACI:

Title IV numbers	Option 1	Option 2	Option 3	Not an option	Not an option	Not an option
Indiana Main Campus	222222	222222	222222	222222	222222	222222
Indiana Branch I	222222	222333	222333	222222	222333	222333
Indiana Branch II	222222	222333	222335	222222	222333	222333
Ohio Branch	222444	222444	222444	222222	222333	222222



The following Title IV combinations are allowed/not allowed to participate with SSACI:

Title IV numbers	Option 1	Option 2	Option 3	Not an option	Not an option	Not an option	Not an option
Ohio Main Campus	222222	222222	222222	222222	222222	222222	222222
Indiana Branch I	222333	222333	222333	222222	222333	222222	222333
Indiana Branch II	222333	222335	222335	222222	222333	222333	222335
Ohio Branch	222222	222222	222444	222222	222333	222444	222335